

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

51

August 5, 2003

**FROM:**       **MARK H. UFFER**, Director  
                  Arrowhead Regional Medical Center

**SUBJECT:    U. S. DEPARTMENT OF JUSTICE – PURCHASE ORDER**

**RECOMMENDATION:**

1. Find it is in the best interest of the County to utilize the Department of Justice as a sole source provider for pre-employment background checks as a part of the Medical Center's hiring process.
2. Authorize the Purchasing Agent to increase the existing Purchase Order with the Department of Justice for pre-employment background checks by \$17,000 for a total amount not-to-exceed \$42,000 for Fiscal Year 2003/04.

**BACKGROUND INFORMATION:** Per Policy 11-05, Board of Supervisors approval is needed for services in excess of \$25,000 per vendor per department per fiscal year.

The Medical Center utilizes the Department of Justice (DOJ) for background checks (regarding criminal convictions) as a screening tool prior to filling open positions. DOJ background checks provide additional information that enables the Human Resources department to help ensure that potential new hires would not pose a risk to the County, the Medical Center, or its patients. The Medical Center is committed to protecting the safety of the community and as such utilizes all tools available in the screening process of recruited staff.

The Medical Center expends approximately \$3,500 per month for these services. The Medical Center pays \$42 per inquiry which is the same rate charged to the Sheriff's Department. Board of Supervisors approval is being requested to increase the existing purchase order with the DOJ by \$17,000 for a total amount not-to-exceed \$42,000 for Fiscal Year 2003/04.

Due to the nature of services that the Medical Center provides, it is necessary to obtain a comprehensive background screening on all potential employees. The U. S. Department of Justice is the governmental agency with access to detailed records relating to crime throughout the country. This type of information can only be acquired through the U. S. Department of Justice.

**REVIEW BY OTHERS:** This item has been reviewed by County Purchasing (Aurelio De La Torre, Director) on July 21, 2003, County Counsel (Michelle Blakemore, Deputy County Counsel) on July 22, 2003 and HSS Administration (Carol Hughes, Administrative Analyst) on July 23, 2003.

Page 1 of 2

Record of Action of the Board of Supervisors

51

**BOARD OF SUPERVISORS  
DEPARTMENT OF JUSTICE – PURCHASE ORDER**

August 5, 2003

Page 2 of 2

51

**FINANCIAL IMPACT:** This Board item approves the increase of the existing Purchase Order by \$17,000 for a total amount not-to-exceed \$42,000 for Fiscal Year 2003/04. This PO does not present a financial increase over the Board approved POs from last year. This amount is included in the Medical Center's FY 2003/04 operating budget and imposes no local costs.

**COST REDUCTION REVIEW:** The County Administrative Office recommends this action as it imposes no local county cost and pre-employment background checks are mandated by Medical Center policies and procedures. Pre-employment background checks help to ensure that the Medical Center is employing quality individuals thereby maintaining the health and welfare of its patients.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Mark H. Uffer, Director, Arrowhead Regional Medical Center, 580-6150

51